VMR-VRO GUIDELINE -USING CUSTOMER NUMBERS

Checklist Reference - None

The field called 'Our Customer Number' under the 'Additional ID Numbers' on the Identifying Information tab is a very useful field. The Vendor Registry Office and Higher Ed has used this field to help identify special vendors and to cut down on the number of duplicate vendors by providing a quick search tool. VMRs are encouraged to use this field in the following situations:

Whenever a VMR is given a TIN, whether an individual's social security number or a business's FEIN, the last four digits are entered in this field. When two or more individuals share the same or similar name (i.e., Bruce Johnson), it helps tremendously to identify the correct vendor if the TIN is known.

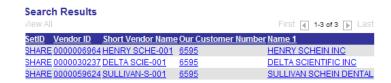
| SHARE 0000020585 JOHNSON-128 | 4625 | JOHNSON, BRETT A |
|----------------------------------|-------------|--------------------|
| 3HARE 0000028643 JOHNSON-174 | 9425 | JOHNSON, BRIAN |
| SHARE 0000030696 BJS AUTOMO-001 | 1213 | JOHNSON, BRIAN |
| 3HARE 0000039523 JOHNSON-242 | (blank) | JOHNSON, BRIAN |
| 3HARE 0000083119 JOHNSON-608 | (blank) | JOHNSON, BRIAN |
| 3HARE 0000049236 JOHNSON-331 | 2255 | JOHNSON, BRIAN H |
| 3HARE 0000069413 JOHNSON, BR-001 | (blank) | JOHNSON, BROOKE |
| 3HARE 0000071261 JOHNSON-513 | (blank) | JOHNSON, BROOKE |
| SHARE 0000065253 JOHNSON-474 | (blank) | JOHNSON,BRUCE |
| 3HARE 0000088551 JOHNSON-639 | (blank) | JOHNSON, BRUCE |
| 3HARE 0000072454 JOHNSON-521 | 3266 | JOHNSON, BRUCE A |
| 3HARE 0000061858 JOHNSON-432 | (blank) | JOHNSON, BRUCE D |
| SHARE 0000014747 JOHNSON-053 | <u>1187</u> | JOHNSON, BRUCE P |
| 3HARE 0000060722 JOHNSON-423 | 3920 | JOHNSON, BRYCE |
| 3HARE 0000025795 JOHNSON-159 | 9727 | JOHNSON,BURDELL |
| 3HARE 0000069022 JOHNSON-497 | (blank) | JOHNSON, CALICO F |
| SHARE 0000017022 JOHNSON-075 | (blank) | JOHNSON, CARL |
| 3HARE 0000046854 JOHNSON-314 | (blank) | JOHNSON, CARLY |
| SHARE 0000016154 JOHNSON-064 | (blank) | JOHNSON, CAROL |
| 3HARE 0000020896 JOHNSON-130 | (blank) | JOHNSON, CAROL |
| SHARE 0000017093 JOHNSON-079 | (blank) | JOHNSON, CAROL A |
| 3HARE 0000045897 JOHNSON-307 | 0538 | JOHNSON, CAROL A |
| 3HARE 0000073540 JOHNSON-530 | 1998 | JOHNSON, CAROL H |
| 3HARE 0000018570 JOHNSON-112 | (blank) | JOHNSON, CAROLYN M |
| | | |

<u>Exceptions</u>: Employees of either a state agency or higher education institution should NOT have part of their TIN listed here.

- a. As the above names show, there is a possibility that some of the vendors without middle initials are duplicated. Using the last four digits of the TIN, however, would greatly cut down on the number of duplicate vendors.
- b. If a sole proprietorship gets set up on the vendor system under the business name AND the owner's name, entering part of the TIN on these vendors would quickly show other users which ones were possibly duplicated or at least related.
- c. One individual can have two or more businesses set up. If the businesses all report under the same TIN, related businesses will show up:

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When a vendor is inactivated, the word "INACTIVE" is entered in the Customer Number field. Before a new vendor is entered or updated, the correct number can be chosen by searching properly:



By searching on the primary words of "exceptional children," a VMR can see which vendors are already set up and which ones are inactive, without having to open the vendor screens up.

- #3 HRMS Vendors used by OMB Central Payroll are identified by with "HRMS" as the customer number. This hopefully stops VMRs from using these vendors as regular vendors.
- #4 FOODPRO. Vendors in the FOODPRO interface are often set up as separate vendors. To identify them from regular vendors, FOODPRO is entered in the 'Our Customer Number' field.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.

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